

OES Common Look and Feel Guidance

1. Layout

- 1.1. OES shall use a Tab display for controls and separate screens for each tab. The supporting screens will change the tab display as illustrated in subsequent views.
- 1.2. At the top of the screen will be a Headliner area. This area is for display of the title of the current content object. It shall not be larger than 20 pt nor smaller than 10 pt
- 1.3. Immediately below the Headliner Area will be the Menu Area. The Menu Area shall be no greater than 48 pt in size. The menu area shall contain tabs for Home, Table of Contents, Options, Resources, and Help.
- 1.4. This area will also contain Audio, Video, More indicators and the forward and back navigation buttons. The Audio, Video and More indicators shall have a colored button to indicate the presence of an audio or video clip or more information about that page. The Audio and video indicators shall include a mechanism to replay the clip. The More indicator shall include a button to display the More information. More information shall not include testable information.
- 1.5. The color of the navigation buttons may vary. The back Navigation button should be absent or grayed out and non-functional on the first page of content. The forward button should be absent or grayed out and non-functional on the last page of content. They shall be no larger than 40 pt nor smaller than 14 pt. The Content Area is immediately below the Menu Area. Layout of the content area shall not be specified. This is intended to allow greater creativity with the presentation of the content.
- 1.6. At the bottom of the page is an optional Information/location Area. This area is intended to provide the student constant information about their location in the courseware. The information contained in this area may be complete as illustrated or only a subset, such as page of pages. This area shall not be larger than 14 pt or smaller than 10 pt.

2. Table of Contents Navigation

- 2.1. This navigation uses a separate page to display the navigation menu. This navigation tree illustrates the use of icons for student tracking and shows that the content of section 3 is not yet available to the student. The content object will need to control this type of access.

3. Options Menu

- 3.1. This menu uses a combination of text and graphics to convey its message. Additional menu pages may be needed for multiple choice options.
- 3.2. The Exit selection is the only mandatory entry for the Options Menu. The Exit icon was selected from the IMI implementing instructions. The exit selection shall close the current content object and mark the exit location using the `cmi.core.lesson_location` data element for SCORM compliant courseware. When designing SCORM compliant courseware it is a best practice to send `cmi.core.lesson_location` data upon opening each new screen. This will allow the student to return to the page they were on if there is an unusual exit from the course such as connectivity loss or computer crash.
- 3.3. The Bookmark selection is intended to permit the student to bookmark multiple locations within the content object. Functional description for the Bookmark function is on the next page. This is an optional selection. If used it should use the `cmi.suspend_data` data element for SCORM compliant courseware.
- 3.4. The Print selection is intended to permit the student selected content items. A dropdown menu should be used to permit the student to specify the range of objects. Printing an entire unit is discouraged as it defeats the purpose of online training. Care should be used to ensure the entire screen is printed when testing. Frequently, web based printing will print the top frame and text is truncated. This selection is optional.
- 3.5. The Download selection should be used when identifying objects for download. A dropdown menu should be used for multiple downloadable objects
- 3.6. The Closed Caption selection is intended to display a text rendering of an audio file. It is intended as a student option and an assist in achieving Section 508 compliance. The text rendering should be displayed in a separate window or box and not replace the current screen. This is an optional selection.

4. Bookmark Menu

- 4.1. The Bookmark Menu is intended to provide the student the capability to bookmark specific pages for one click return. The selections shall consist of Add Bookmark, the bookmark list, and Delete Bookmark. Add and Delete are intended to refer to the current screen. The bookmark list shall expand and be between the add and delete selections.
- 4.2. The Add Bookmark selection shall only allow one instance of the screen to be added to the bookmark list.
- 4.3. The Delete Bookmark selection shall notify the student if no bookmark for the current screen exists. It shall also require confirmation before deleting the bookmark for the current screen.

- 4.4. The bookmark listing may use the same screen naming convention used to identify screens in the Table of Contents. An example is shown above. Optionally, a student could be permitted to create a name for the bookmark. This is similar to the favorites function in the browser.

5. Resources Menu

- 5.1. This option uses a simple page of hyperlinks to resource items.
- 5.2. The Resources Menu is intended to be the place a student would go to access a Glossary, Reference documents, samples, templates, or download tools.
- 5.3. The Resources Menu shall always contain a Glossary. The Glossary icon was selected from the IMI implementing instructions. If the glossary extends to more than one page a means for alphabetic navigation should be provided. It is not desirable that the student be required to navigate away from the current screen to use the glossary.
- 5.4. Documents and templates can be hyperlinked to files within the content folder or to a URL. Consideration of the volatility of the references, the stability of the URL, and the cost and effort to maintain the references in the content folder should be used when determining which method to use.

6. Help Menu

- 6.1. Help shall contain an Online Help selection. The design of the help contents should comply with the guidance provided in TR 350-70-2 and the IMI implementing instructions.
- 6.2. Optional selections include Help Desk and About.
- 6.3. Help Desk is intended to provide the student with access to Help Desk or SME type help. Information include could be a telephone number, mailing address, or email address. This selection may also provide an automatically generated email window to facilitate student queries. The information provided for this function should be stable. Information pointing to a specific individual may require frequent updates and should not be used.
- 6.4. The About selection is intended to provide a location for proponent identification, version, POC information or other credits desired by the proponent.

7. Question Screen

- 7.1. The question screen content area can take any form desired by the developer. When building SCORM compliant courseware developers should use `cmi.interactions.n.id` to identify each question and `cmi.interactions.n.student_response` to post the student response to each question. See SCORM v1.2 for question acceptable question types.
- 7.2. Student responses can be submitted to the LMS upon completion of each question or at the end of the exam. If the educational design of the exam permits students to skip questions or to go back and change their answers before submission that capability must be built into the content object. If the educational design of the exam is such that the student should not be allowed to proceed to the next question without answering or the student is not permitted to skip questions and return that capability must be built into the content object. It is possible to code the content object so that the student response is automatically sent to the LMS when the student advances to the next question but generally, it is preferred to cause the student to confirm submission of their response. If a submit button is used it shall be located near the navigation buttons as a reminder to submit. See TR 350-70-2 and the IMI implementing instructions for guidance on question construction and feedback.

8. Feedback Screen

- 8.1. Generally, feedback on the student's response should be provided for each check on learning question. Exam questions may withhold feedback until the completion of the exam.
- 8.2. If remediation is required for this question a remediation button shall be used to allow the student to access the remediation material.